

Thank you for your enquiry about/application for the IELTS examination. Please read this document carefully, together with the **Information for Candidates** booklet when completing your application, and also before attending the examination. Look, also, at the rules as outlined in the **application form**. Failure to comply with the procedures and rules outlined underneath may result in your application being rejected, or your not being allowed to sit the exam. Should you have any queries about any of these issues contact the centre by e-mail at ielts@cesc.co.uk

IELTS Examination Rules and Regulations (2012) – Colchester Centre (16430) Before the exam

1. You must supply a **COPY of the photo page** of a valid **passport** with your completed application form. If your passport is out of date (or will be on the day of the exam) it is not valid. Failure to do so will mean that we are unable to process your application. (Please do not send your actual passport to the Centre.) Other forms of identity such as Student Cards or Driving Licenses are NOT acceptable under the regulations of the exam. Candidates from certain EU countries where the national ID card is used for crossing borders may use these instead of a conventional passport. If you are not able to supply a valid passport, you must contact the Centre well in advance. If for any reason you will not have your passport or ID document on the day of your exam **you will not be permitted to sit the exam**. If you are sending your documents for visa renewal or to your Embassy we will ask you to show the original to us before you send it away. If it has not come back before the date of the exam, **you cannot attend**. It is, therefore, advisable to apply after your visa renewal has been done and your passport returned. **Any discrepancy between information given on the application form and your identity document will result in your not being allowed to sit for the exam.**
2. Your application form must be **signed and dated**. You must attach two identical passport-sized photographs of yourself to your application form. These must be no more than **three months old**. They must be a good likeness of you. **If you normally wear glasses, these must be taken off while your photo is being taken**. You must include full payment of £125. This can be by cash, cheque payable to Colchester English Study Centre, or by credit card (3% handling fee). Failure to comply with any of the above will mean that **your application is rejected**.
3. If you have **special needs** and require the Centre to make particular arrangements for these, please complete the special needs section of the application form and, if necessary, contact the Centre in advance. We will do all we can to assist you but may, in some cases, need written medical evidence to make provision for your needs.

Cancellation and Transfer

We understand that circumstances sometimes mean that registered candidates are not able to attend the examination on the date they have applied for. If you wish to transfer to an alternative date or cancel the exam more than five weeks before the exam, you will be charged a £25 fee, to cover the costs of administration.

Candidates who transfer or cancel within a five-week period before their exam will be charged the entire fee of £125. If you do not attend on the day of the exam, you will also forfeit your entire fee of £125, unless your absence from the exam is for medical reasons. In this case, you will need to inform us immediately and we will issue a form which must be submitted to us within five days with medical evidence. If this is satisfactory, your fee will then be refunded to you, or you may transfer to an alternative date free of charge.

The day of the exam.

Registration starts at 8.30. You should have registered by 9.10. Registration closes at 9.30. Anybody who arrives at the centre between 9.30 and 9.45 will only be allowed to register at the discretion of the Test Day Administrator. **After 9.45 candidates will not, under any circumstances, be admitted to the test day venue.**

Exam Room Rules

You must follow all the IELTS rules and Test Centre procedures. The former appear in the centre pages of the application form, the latter will be outlined by centre staff. Contravention of these may result in disqualification from the exam, and will be reported to the British Council.

After the exam

- 1.** Exam results are normally despatched, by first class post, thirteen days after sitting the exam. Alternatively, they can be collected in person from the centre on the second Friday after the exam if the test day administrator has been told of this request at registration.
- 2.** You are entitled to receive one personal copy of your Test Report Form and up to five copies of your Test Report can be sent to institutions you are applying to. These are dispatched for free within one month of your exam date, or £5 each thereafter. Please complete Section 25 of the IELTS Application Form if you need us to do this. A charge of £5 will be made if any of the receiving institutions are overseas, £10 after the first month **Your Test Report Form is an important document valid for two years. Do not lose it as replacements of personal copies will not be issued.**

Enquiries on Results

Listening and Reading papers are marked in accordance with a strict marking grid and answers must match this exactly. All papers at the Centre are routinely double-marked. However, if you believe an error has been made in the marking of your exam, a full appeal may be made, via the Centre, to the British Council and in this case all four modules of the exam can be checked by external examiners. The charge for this is £60, payable to Colchester English Study Centre, in advance. Appeals must be made within six weeks of taking your test. You will be informed in writing of the results of your appeal. The fee is refundable in the event that the appeal is upheld.